

Section 1

Processing SF-52s

Proponent: West CPOC

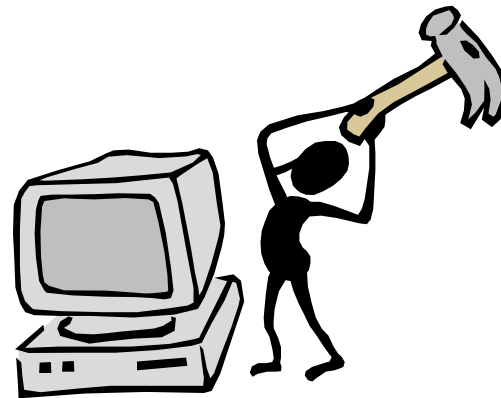
Sub-
Section
N/A

Topic

PERSACT Actions

Remarks

Depicts total numbers of all personnel actions processed through CPACs and CPOC using PERSACT.

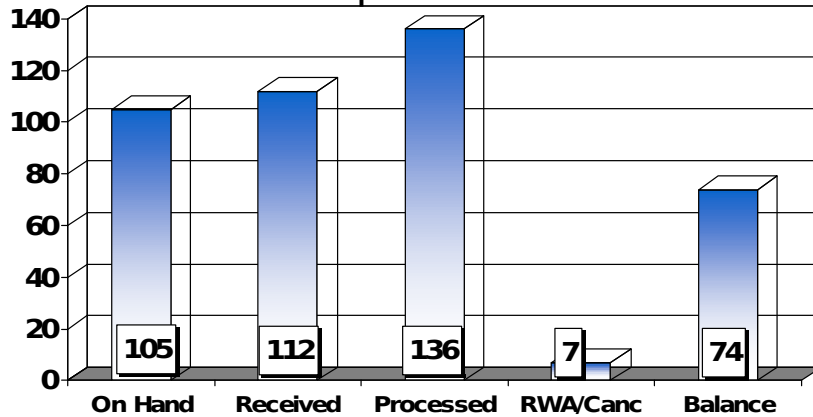


TOPIC: PERSACT Actions - Defense Language Institute

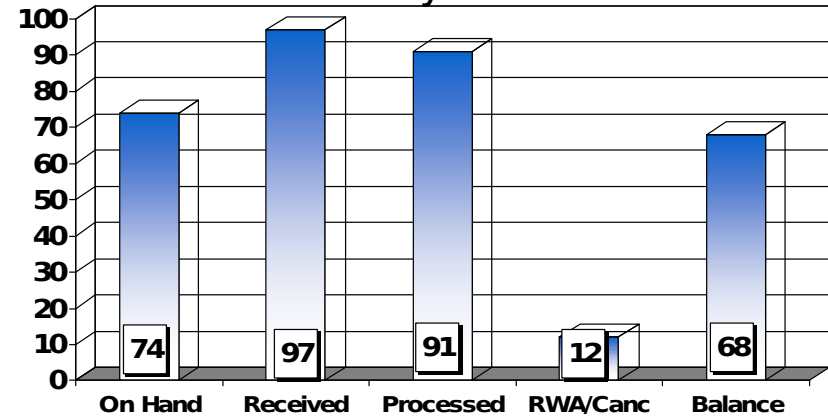
3RD QTR-FY99

PROPONENT: WCPOC

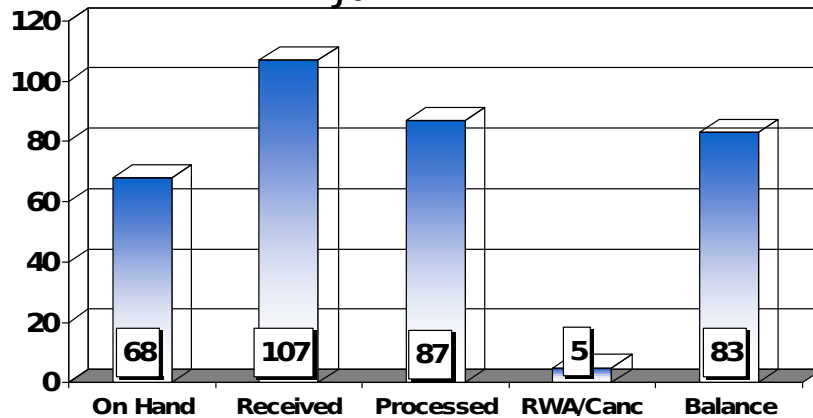
Apr



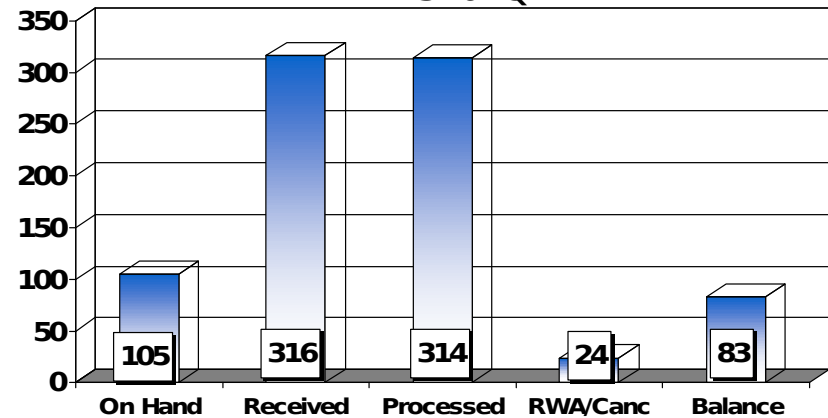
May



Jun



3rd Qtr



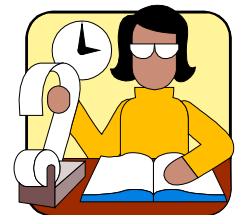
ANALYSIS: Processing is keeping pace with new actions received.

SECTION 2

Classifying Jobs

Proponent: WCPOC, Classification Division

Sub-Section	Topic	Remarks
A	Classification Actions Processed	Demonstrates volume and timeliness of personnel actions requiring handling by a position classifier. Routine actions are those which require only a cursory review in the Division. Nonroutine actions require the classifier to do a job analysis or advisory.
B	New Position Descriptions	Indicates usage of Army tools for classification.
C	1999 Trends	Provides analysis of volume and timeliness of work for the FY to date.



TOPIC:

Classification Actions Processed - Defense Language Institute 3RD QTR-FY99

PROPONENT WCPOC-

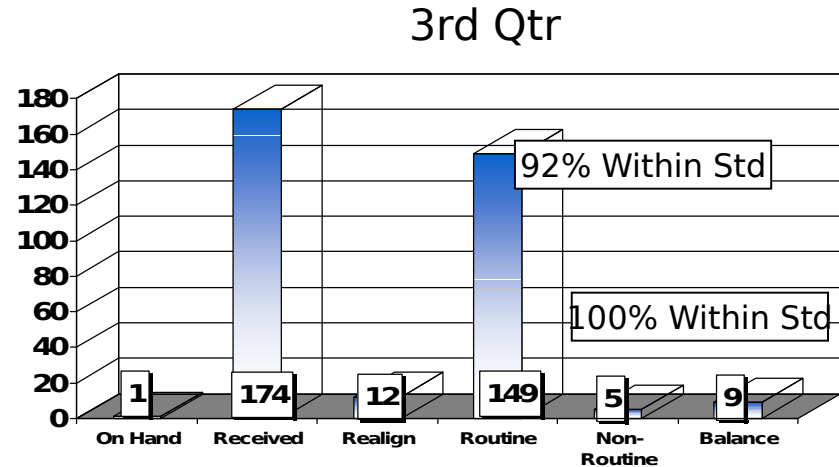
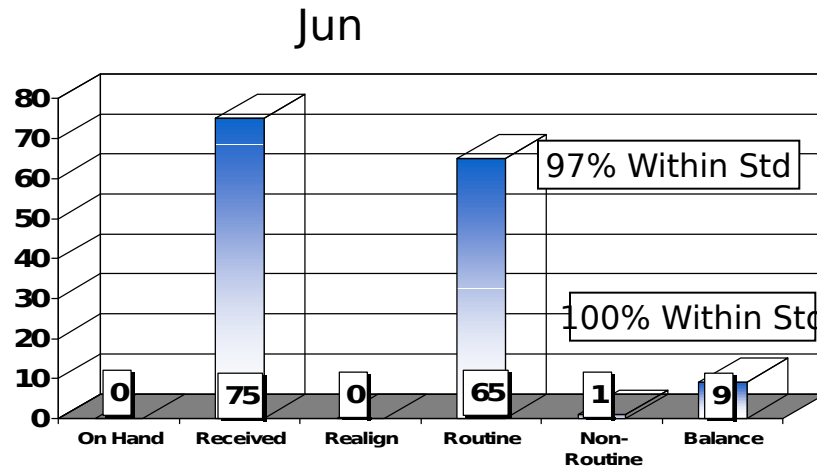
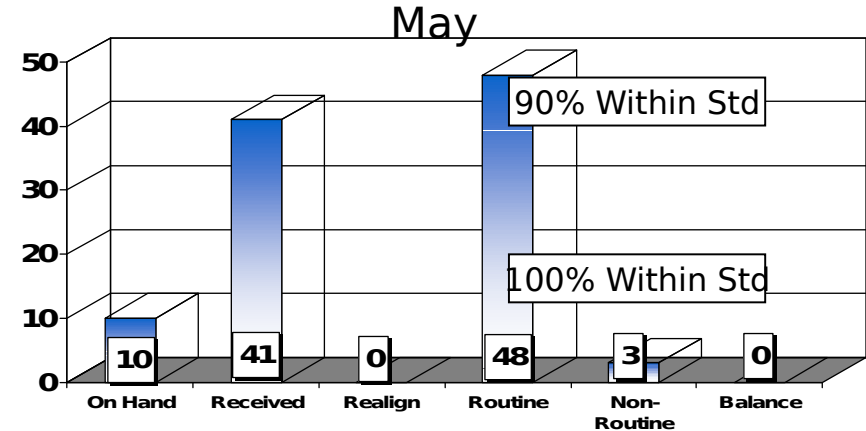
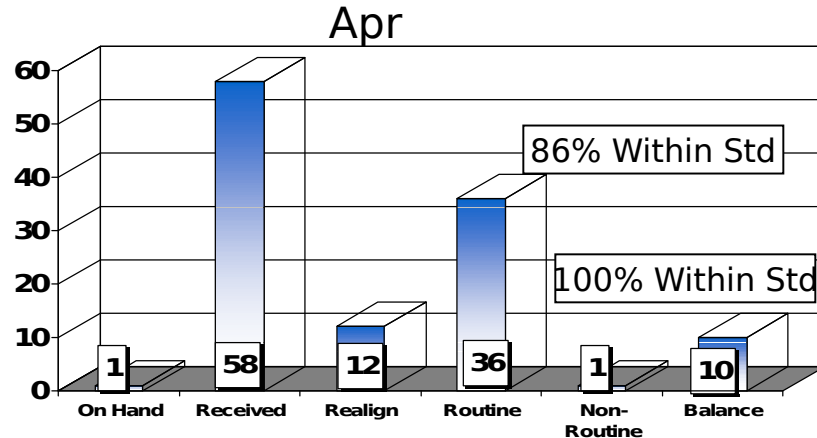
Routine, 4 Days from Date Received in CD

STANDARD: Non-Routine, 30 Days from Date Received in CD

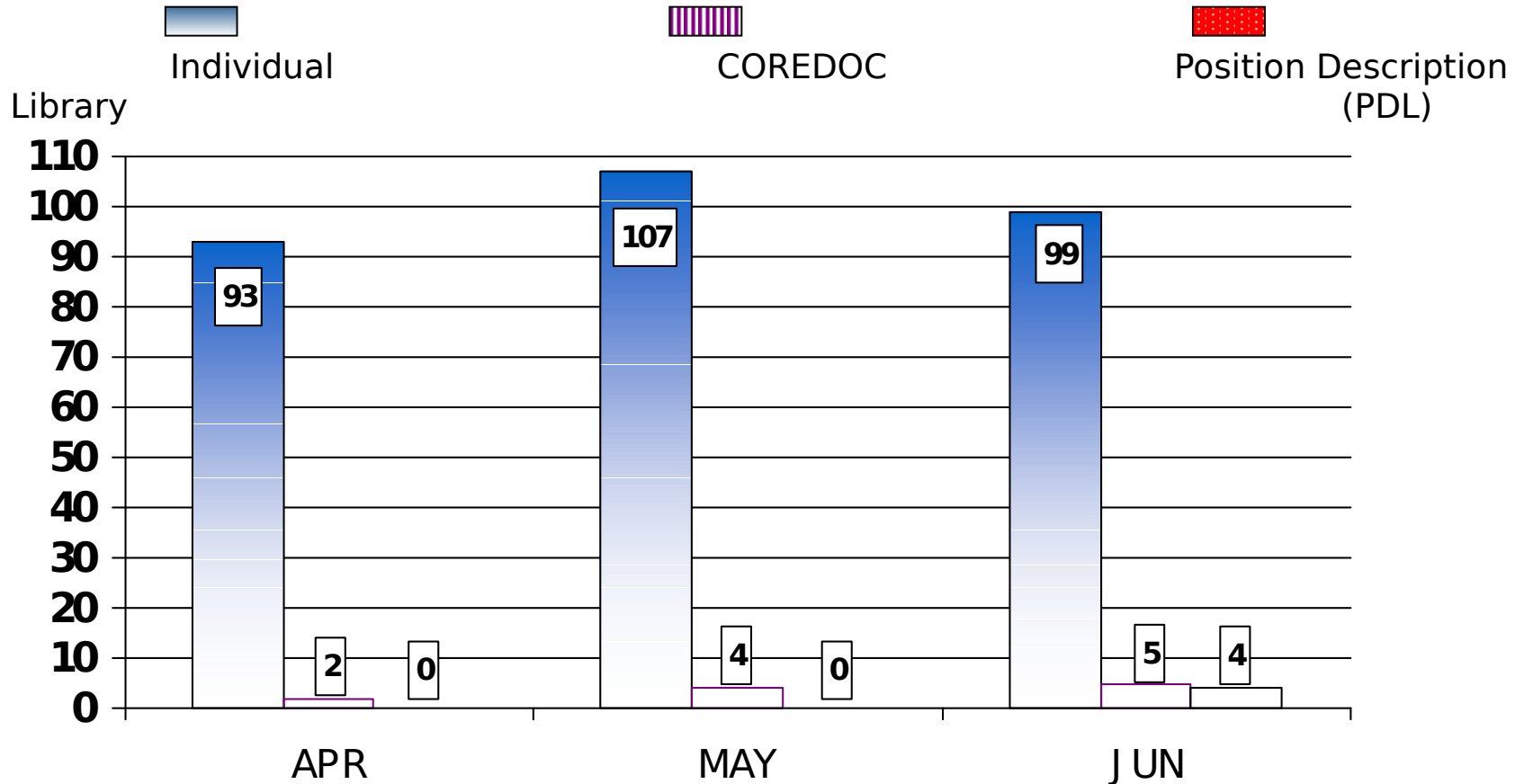
ASSESSMENT:

Routine: Green

Non-Routine: Green



ANALYSIS: Volume was down significantly for routine actions this quarter. In standard performance for routine actions improved from “amber” to “green”. The number of non-routine actions remains very small but continue to be accomplished within standard.

TOPIC:**New Position Descriptions****3RD QTR-FY99****PROPONENTWCPOC-
CD**

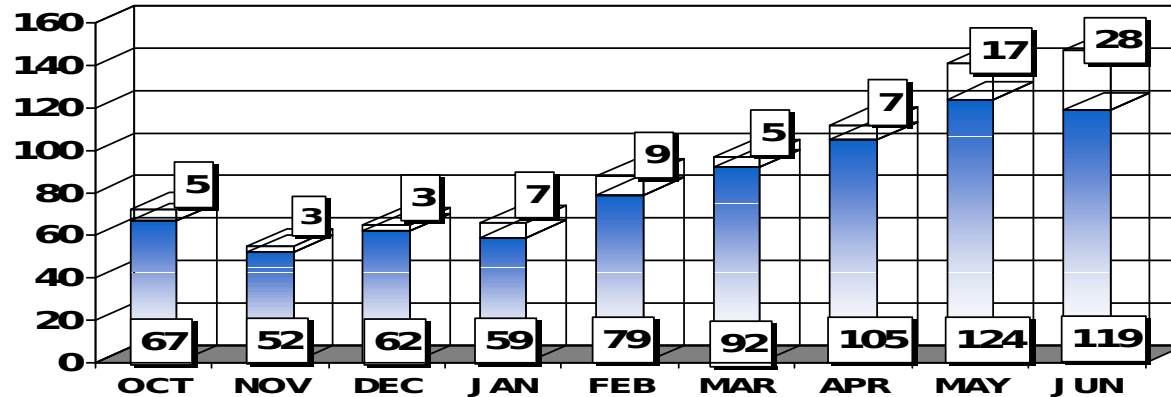
ANALYSIS: COREDOC and PDL are seldom used. The number of new job descriptions established continues a quarterly upward trend (45% increase over the previous quarter). The addition of two activities this quarter contributed only 7% to that increase. There is some early indication that FASCLASS will have more of an impact assisting managers in creating new job descriptions than either COREDOC or PDL, as eventually managers will have access to not only every job in the West Region but jobs in the other Army regions as well.





TOPIC:**Trends - Classification Actions Processed****3RD QTR-FY99****PROPOSER/STANDARD:**

Routine, 4 Days from Date Received in CD

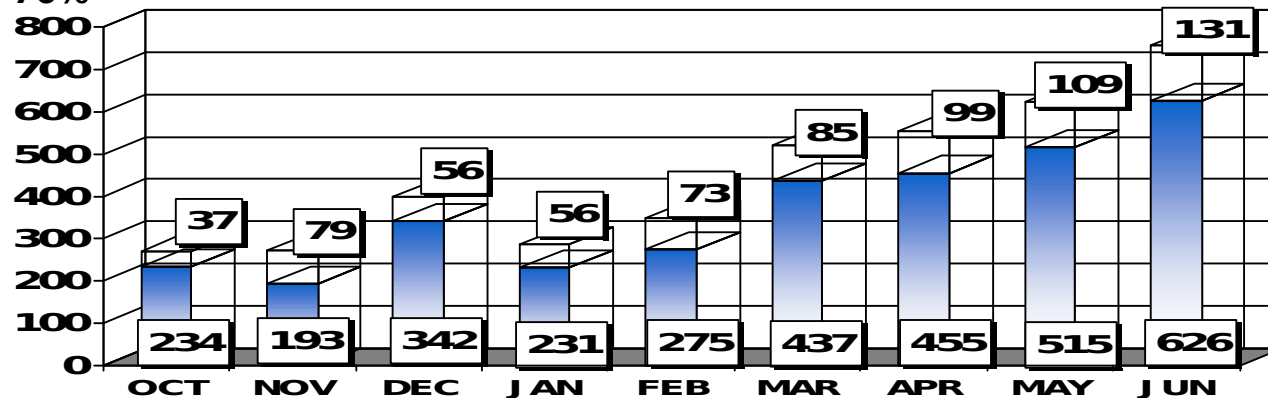
Non-Routine, 30 Days from Date Received in CD

ASSESSMENT: Routine - Amber
Non-Routine - Amber**NON-ROUTINE**

 In Standard
 Not in Standard

In Standard
86% 76%

93% 95% 95% 89% 90% 95% 93%

ROUTINE

In Standard
79% 79%

86% 71% 86% 80% 79% 84% 78%

ANALYSIS: Non-routine actions have shown a steady decline since March, which roughly approximates the beginning of the FASCLASS project. FASCLASS has also impacted routine performance - in all but one month since FASCLASS started. The total number of routine and non-routine actions processed increased by 66% over the previous quarter. The focus on routine actions by the "get the routines out day" should help in the next quarter, as should the cross leveling of non-routine actions of over 20 days.



TOPIC:**Average Days to Process Classification Actions - All Serviced****3RD QTR-FY99****PROPONENT:** WCPOC-

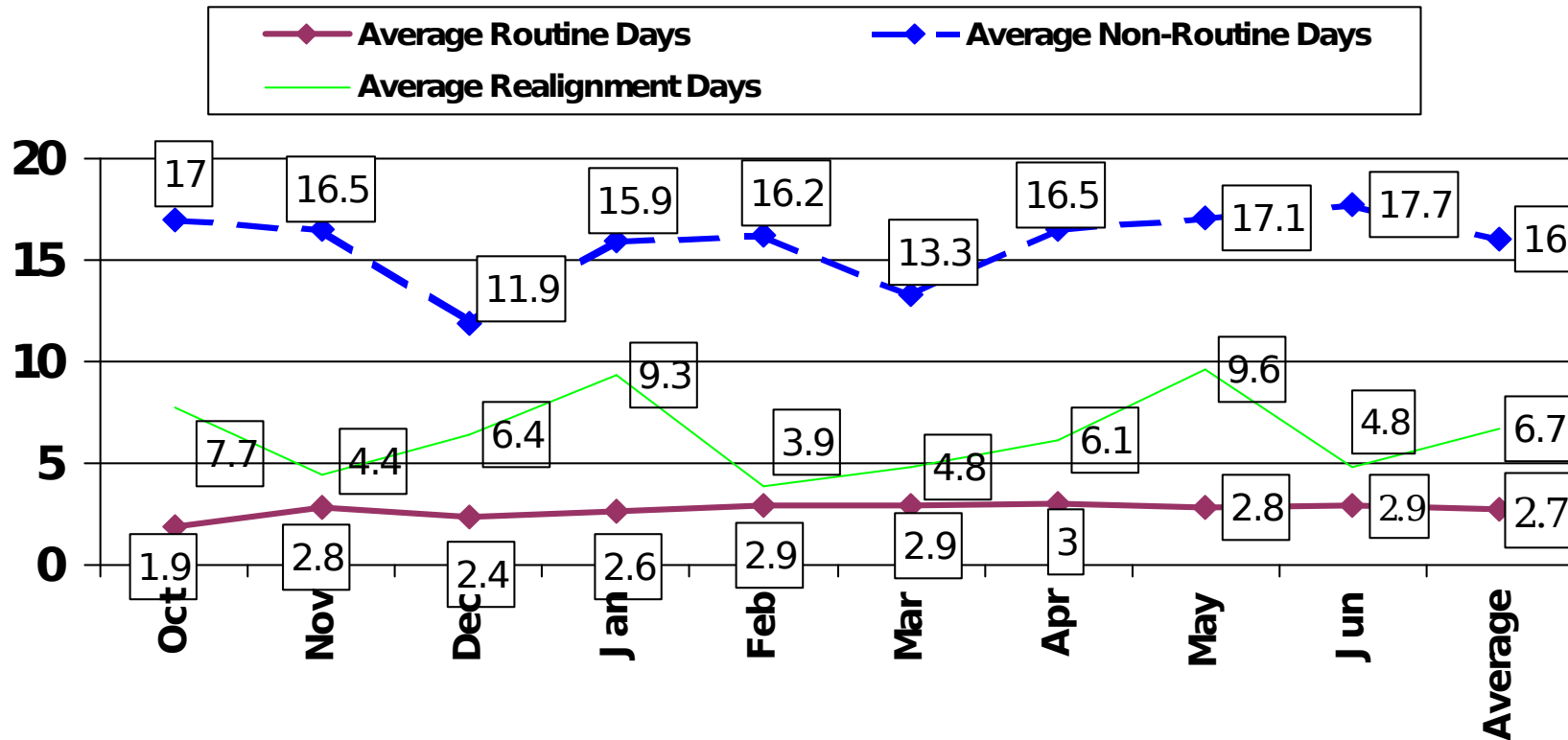
Routine, 4 Days from Date Received in CD

STANDARD:

Non-Routine, 30 Days from Date Received in CD

ASSESSMENT: Non-Routine - Green

Routine - Green

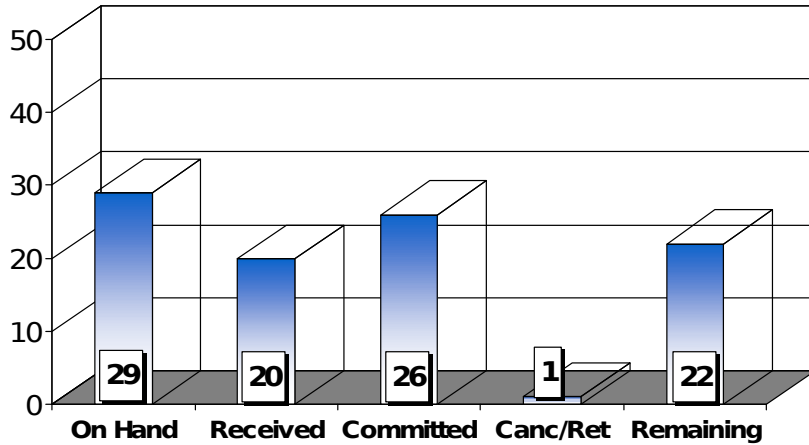
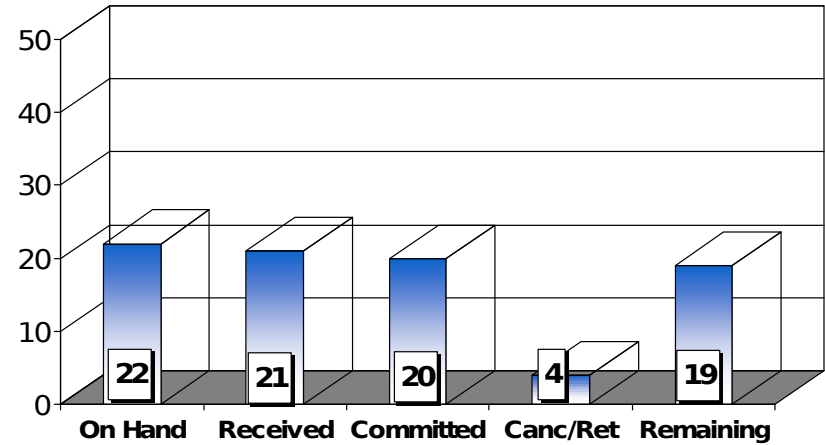
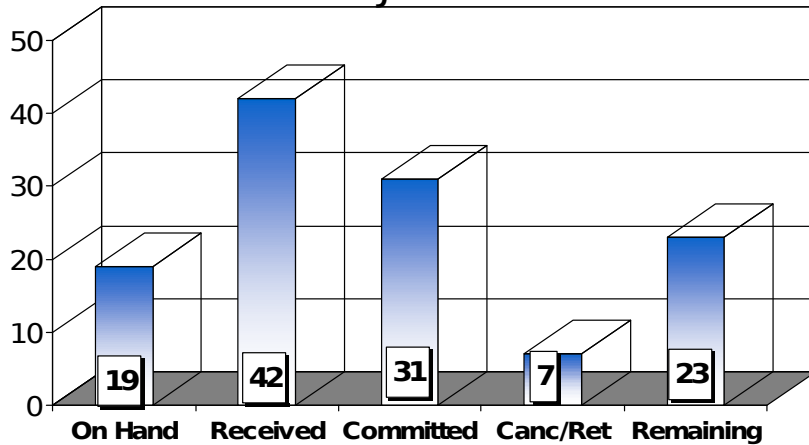
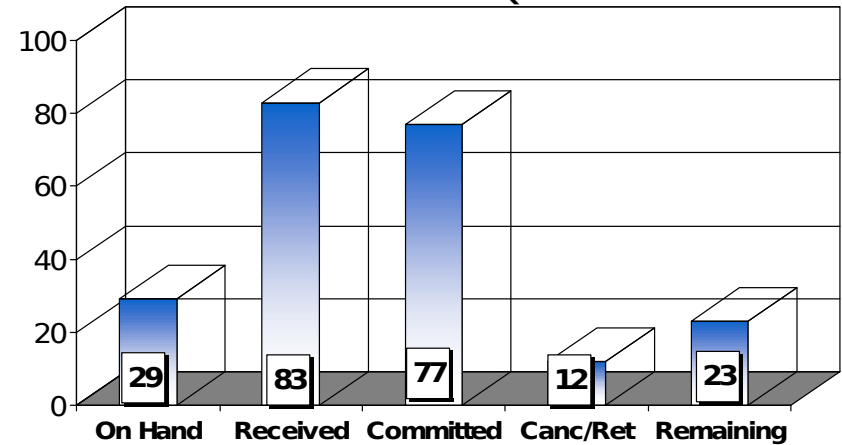


ANALYSIS: Routine actions are within standard; the overall increase from the previous quarter is due in part to diversion of resources to the FASCLASS project. Non-routine actions have been increasing but continue to be within standard. The average time for processing these actions below standard is due to a significant portion of routine actions being processed in a day or less, and non-routine actions being processed in less than 10 days. The SOP to address processing of realignments has been issued and should help stabilize the up and down performance of realignments over the year.



SECTION 3
Filling Jobs
Proponent: WCPOC, Staffing Services Division

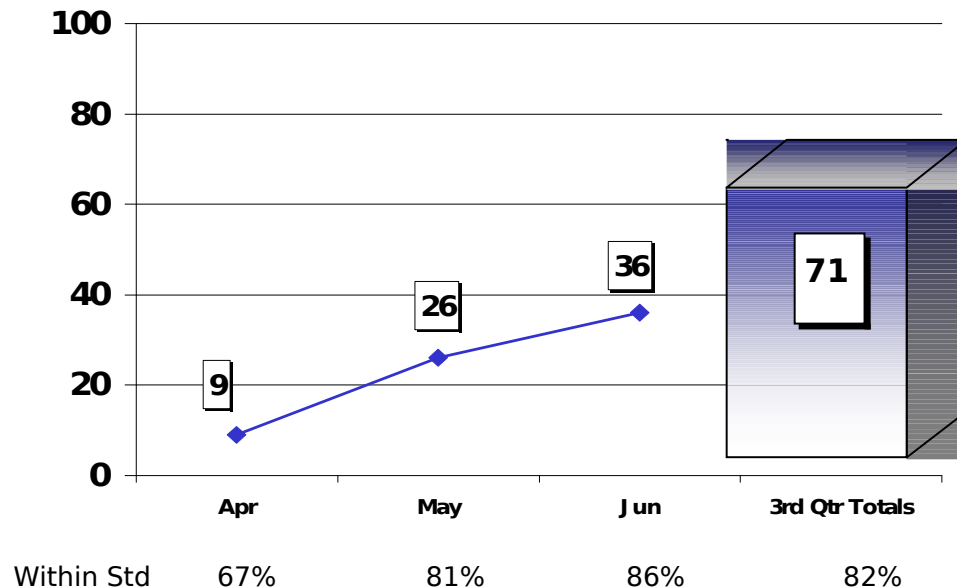
<u>Sub-Section</u>	<u>Topic</u>	<u>Remarks</u>
A	Recruitment Activity – Jobs Filled	It illustrates how many jobs are being filled and the status of actions on hand at the end of the quarter.
B	Referral Lists Issued	Shows volume and timeliness of referral lists issued – on the basis of days to issue the list from the time the action is received in this Division. This includes both open and closed actions where referrals have been issued.
C	Resumes in Resumix Database	Depicts the number of resumes in the system from external and internal candidates.
D	Average Processing Time	Demonstrates the breakdown of time in the fill process-how actions flow through the various steps in the process. This presents data on actions closed (i.e., completed) during the quarter.
E	Management Feedback on Resumix	It illustrates management feedback on the Resumix process.

TOPIC:**Recruitment Activity - Jobs Filled - Defense Language Institute****3RD QTR-****PROPONENT: WCPOC - SSD****FY99****Apr****May****Jun****3rd Qtr**

ANALYSIS: During the quarter 77 positions were committed - 56 through competitive procedures , 3 through PPP and 18 through other non-competitive sources. Of the 23 remaining at the end of the quarter, 17 have referrals issued, 1 has a PPP issue working, and 5 are pending referral.

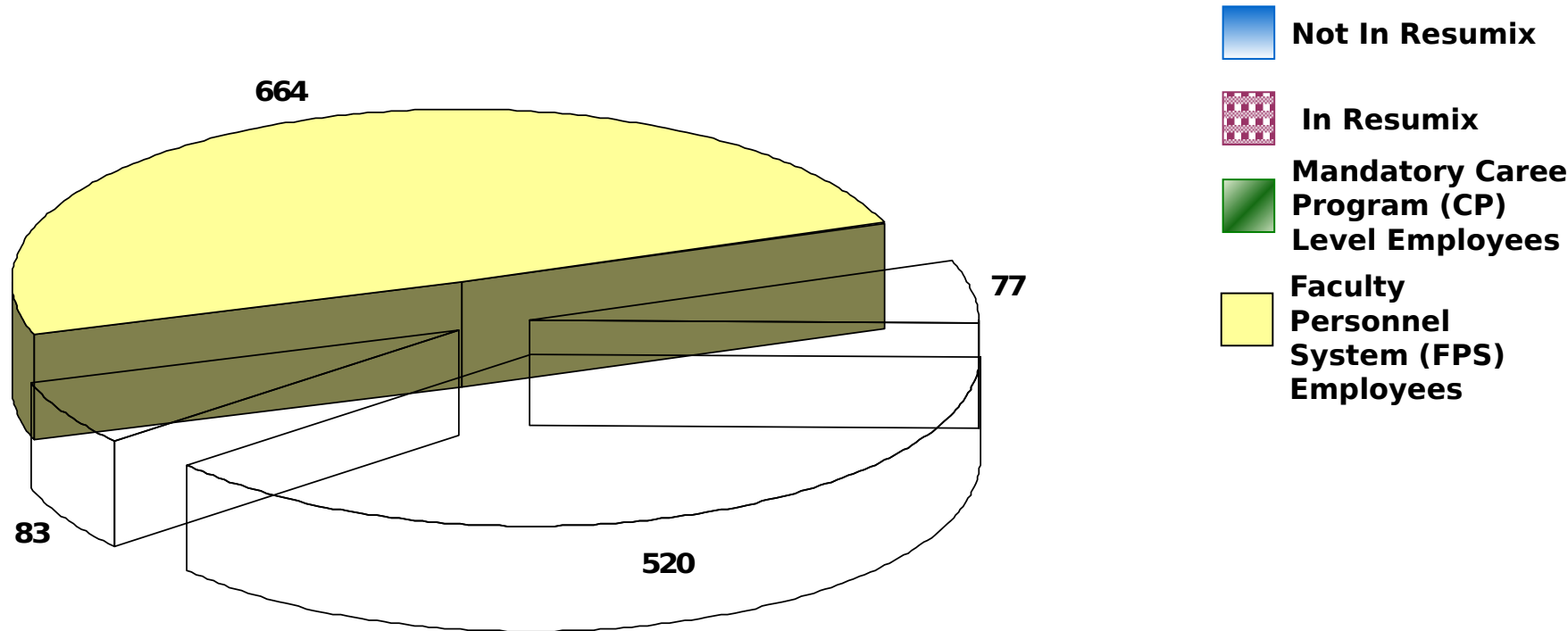
TOPIC:**Referral Lists Issued - Defense Language Institute****3RD QTR-
FY99****PROPONENT: WCPOC - SSD****STANDARD:** Resumix: 5 Calendar Days from Date Received in SSD
DEU: 36 Calendar Days from Date Received in SSD**ASSESSMENT: Amber**

Number of Referrals Issued



ANALYSIS: Although the overall timeliness dropped slightly from 84% last quarter, the volume of referrals issued almost tripled from 25 last quarter to 71 this quarter. There was consistent improvement each month of the quarter, a trend which is expected to continue.



TOPIC:**Internal Resumes in Resumix Database - Defense Language Institute****3RD QTR-
FY99****PROPONENT: WCPOC - SSD**

Total Population: 1344

in Resumix (excludes mandatory CP level and FPS employees): 77 (13%)

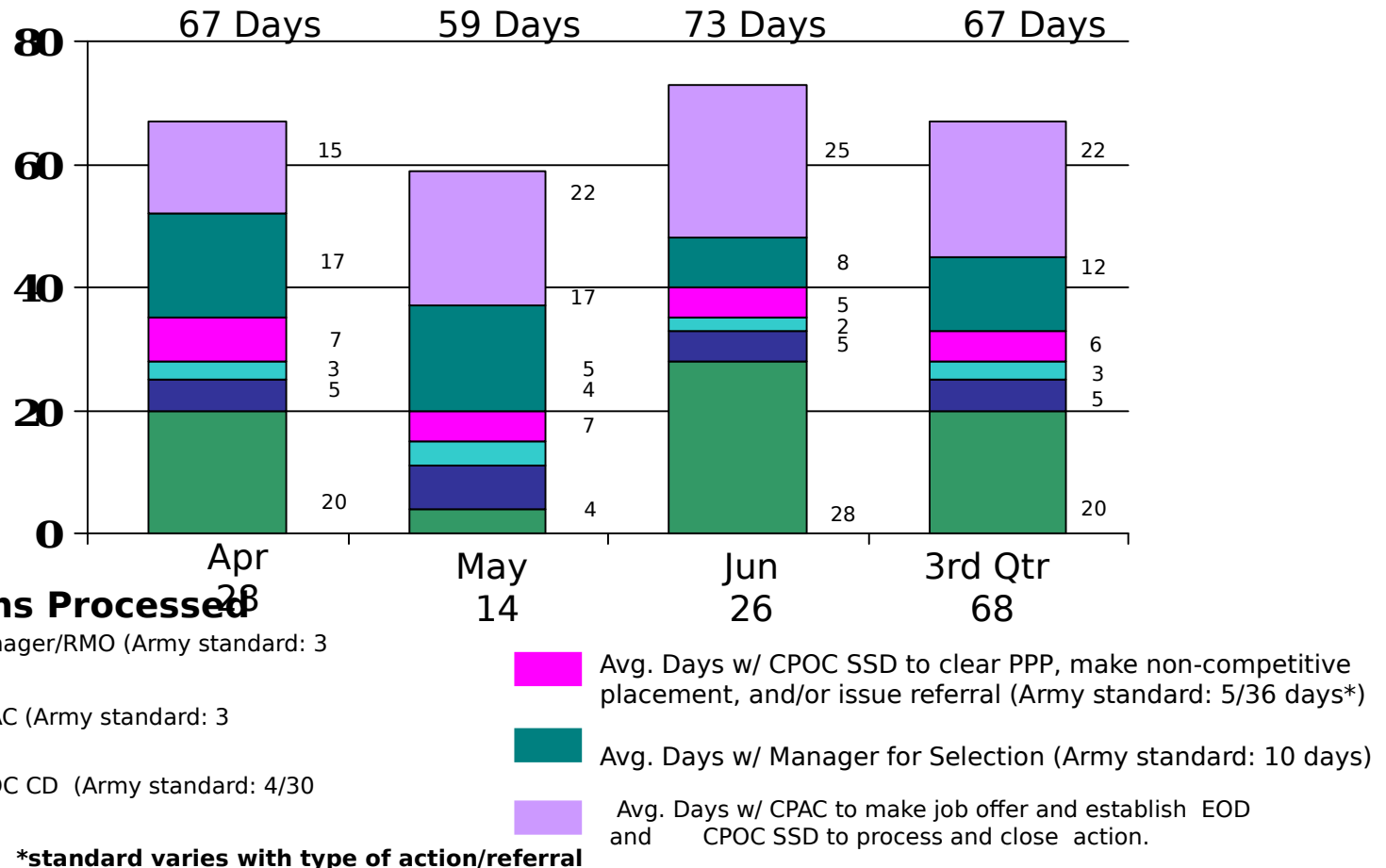


ANALYSIS: Thirteen percent of the current serviced population has submitted resumes to the Resumix database, an improvement over last quarter's 10%. Emphasis on informing and encouraging employees to submit their resumes must continue.

TOPIC: Avg Processing Time - Recruitment Actions - Defense Language Institute (From Initiation to Closure)

**3RD QTR-
FY99**

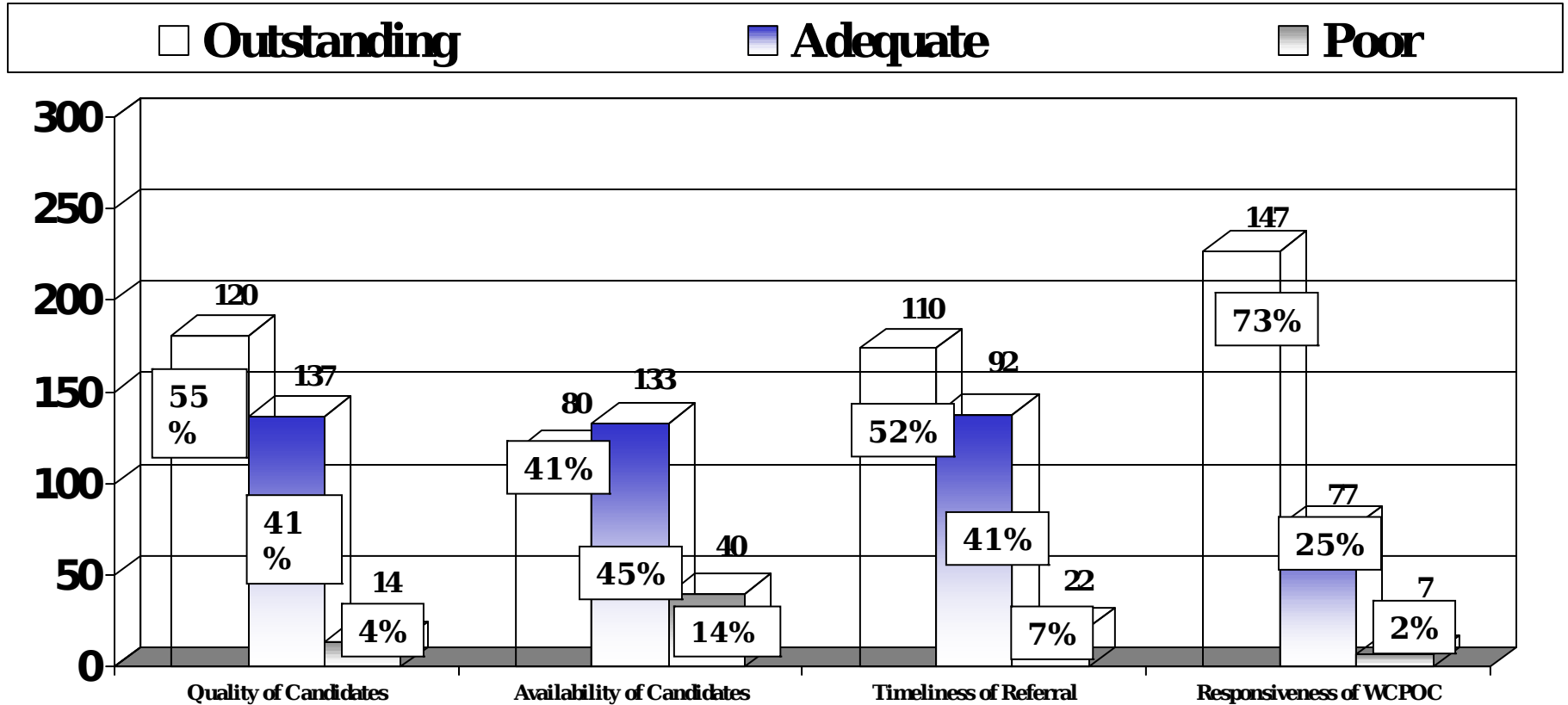
PROPONENT: West Region Partners



ANALYSIS: Sixty-eight actions were closed this quarter in an average of 67 days from initiation by the manager to closure. Defense Language Institute continues to have one of the lowest fill times in the West Region.



TOPIC:	Management Feedback on Resumix Referrals -	THRU END OF 3RD QTR- FY99
PROPONENT:	WCPOC - S&D Serviced	



TOTAL Resumix REFERRAL LISTS ISSUED = 1744* TOTAL # FEEDBACK FORMS RETURNED = 449

*includes referrals for multiple grades

ANALYSIS: Selecting officials receive a feedback form with each referral list. Those returned indicate continued high level of satisfaction with Resumix referrals.

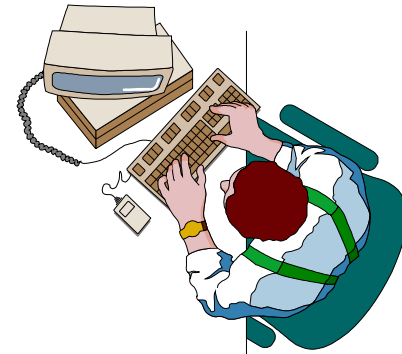


SECTION 4

Processing Personnel Actions

Proponent: WCPOC, Staffing Services Division

Sub-Section	Topic	Remarks
A	Non-Recruitment Actions Processed	Illustrates processing timeliness and volume of personnel actions processed through PERSACT – to include such actions as resignations, retirements, name changes, and other non-competitive actions.
B	Awards Processed	Presents a picture of the volume and value of awards processed.



TOPIC:

Non-Recruitment Actions Processed - Defense Language Institute

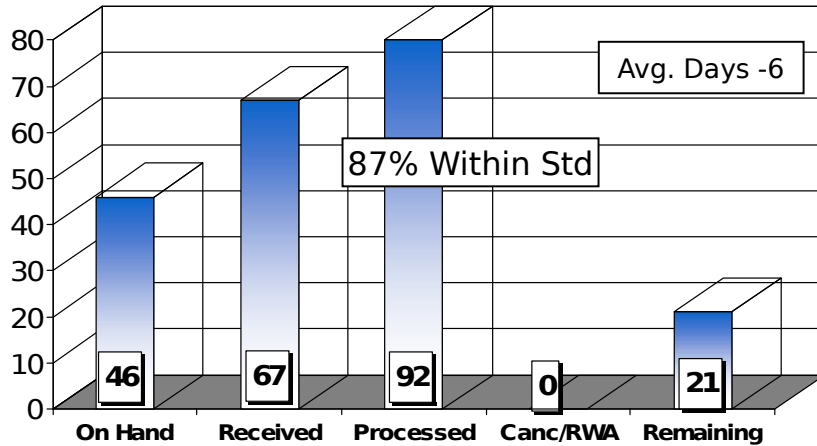
3RD QTR-
FY99

PROPONENT: WCPOC - SSD

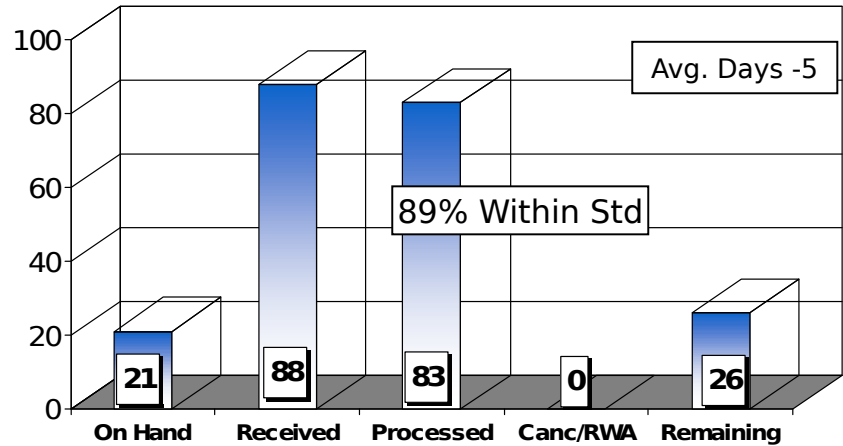
ASSESSMENT: Amber

STANDARD: 5 Calendar Days Avg. from Date Rec'd in SSD

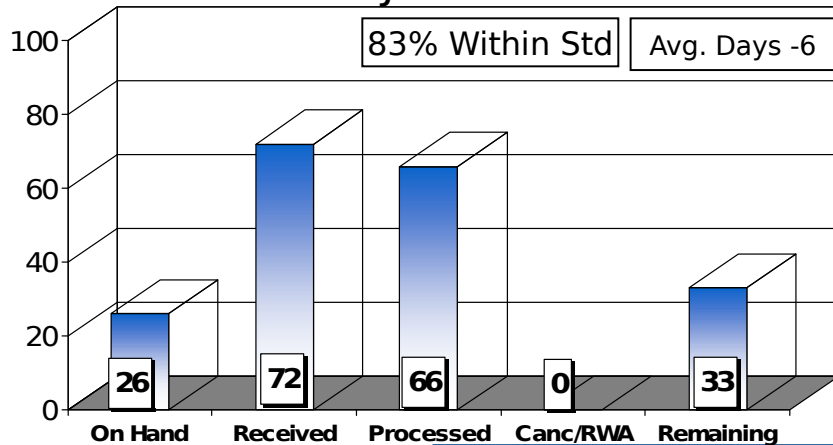
Apr



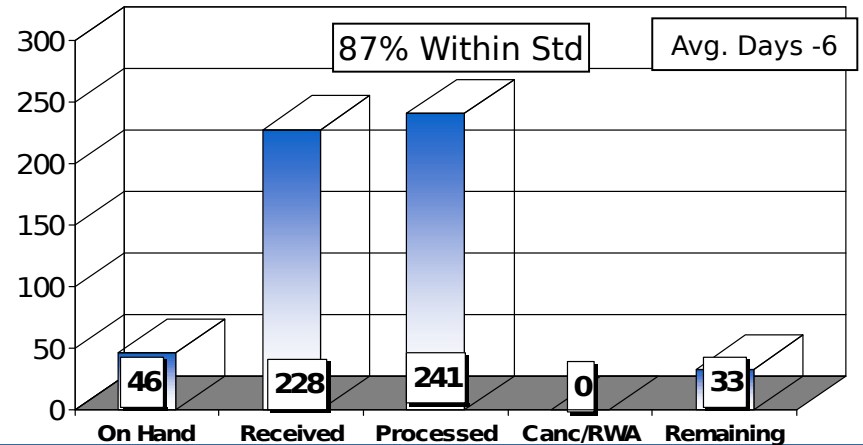
May



Jun



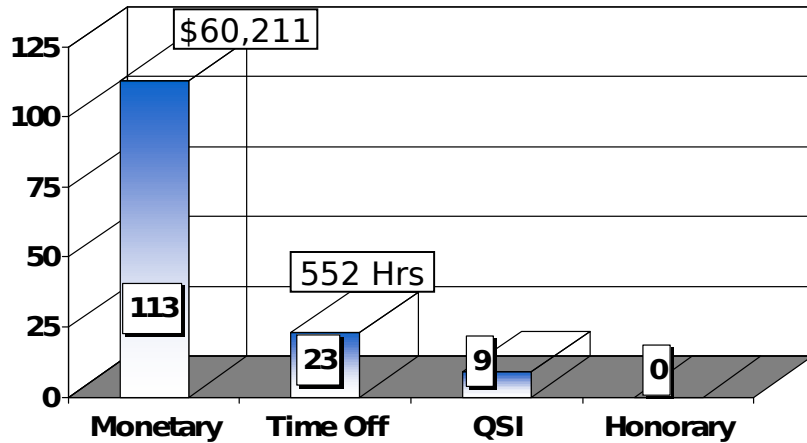
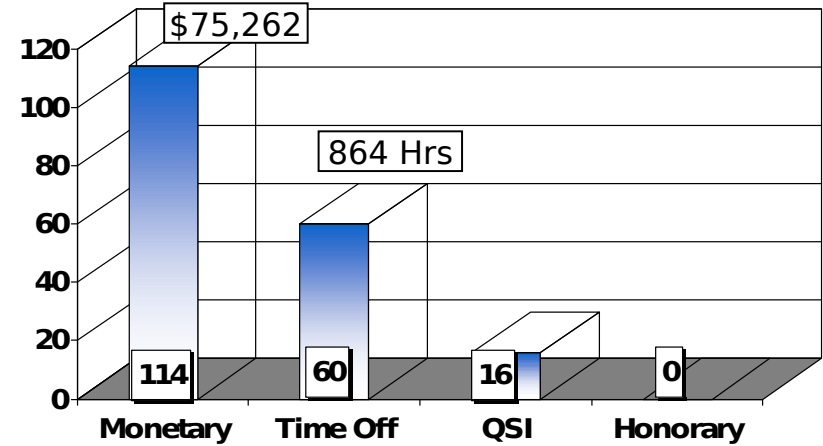
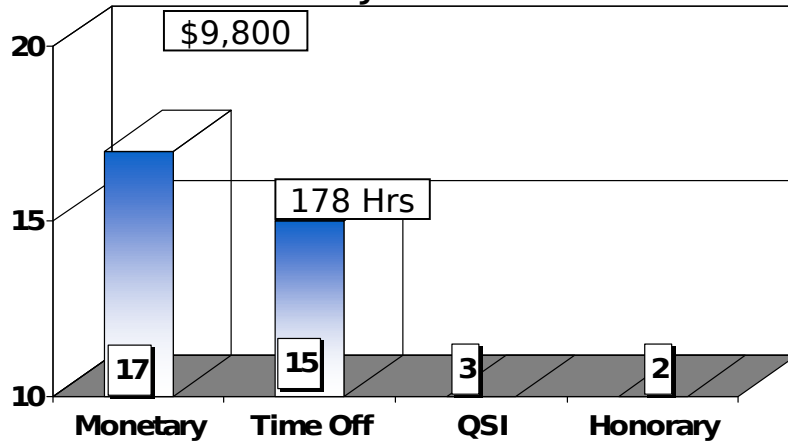
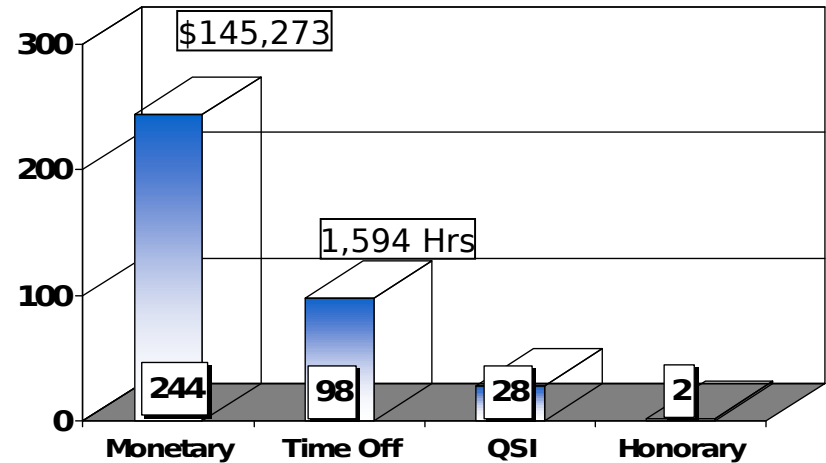
3rd Qtr



ANALYSIS:

Eighty-seven percent of all non-recruitment actions were processed within 5 days of receipt in SSD, an increase from 72% last quarter. The overall average time to process actions was 6 days, an improvement over last quarter's performance of 9 days. Continued improvement is expected through emphasis on workload management, personnel training and quality control.



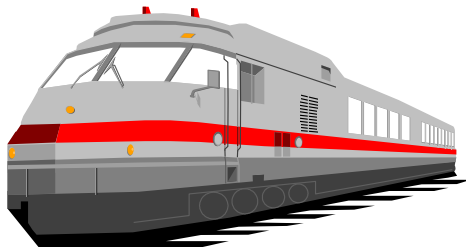
TOPIC:**Awards Processed - Defense Language Institute****3RD QTR-
FY99****PROPONENT: WCPOC - SSD****Apr****May****Jun****3rd Qtr**

Section 5

Training and Developing Employees

Proponent: WCPOC, Human Resource Development Division

Sub-Section	Topic	Remarks
N/A	Training Requests Processed	Provides data regarding timeliness and volume of training request processing into the database. Also includes total employee hours spent in training and the dollars invested.



TOPIC:

Training Requests Processed - Defense Language Institute
3RD QTR-
FY99

PROPONENT: WCPOC - HRDD**ASSESSMENT: Green****STANDARD:** 7 Calendar Days from Receipt

Apr

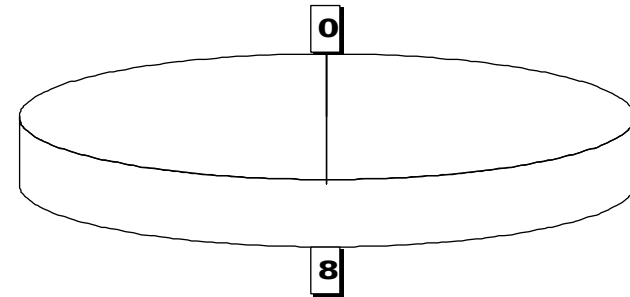
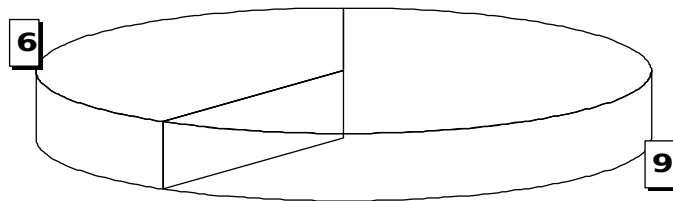


Manual DCPDS

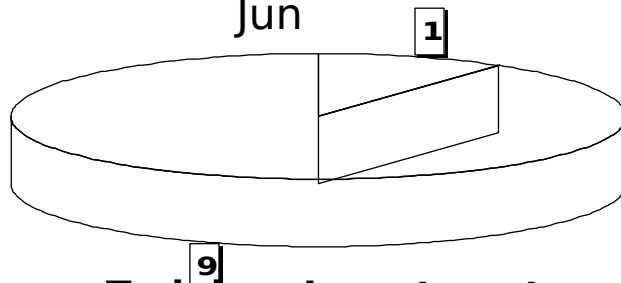


TRAIN FPI

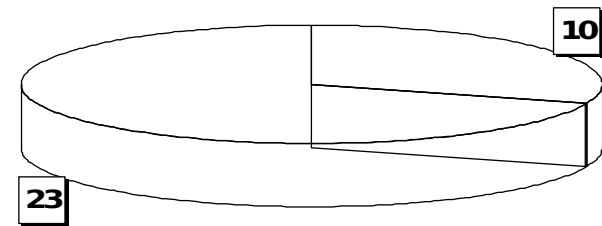
May



Jun



3rd Qtr



Training Investment: :
\$2,094
Training Hours: 356

ANALYSIS: All training completions forwarded by the CPAC were processed manually within standard.



SECTION 6

Providing Information Services

Proponent: WCPOC, Information Services Division

Sub-
Section

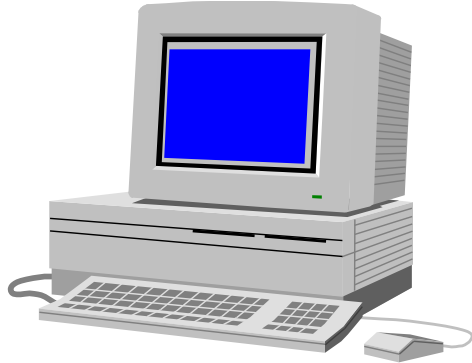
N/A

Topic

FPI Usage

Remarks

Provides data on Functional Process Improvement (FPI) usage by managers in the region. The number of log-ins is the number of times that managers/resource managers entered the system. The number of accounts is the total accounts that have been built for managers or resource managers to use any of the FPI modules.

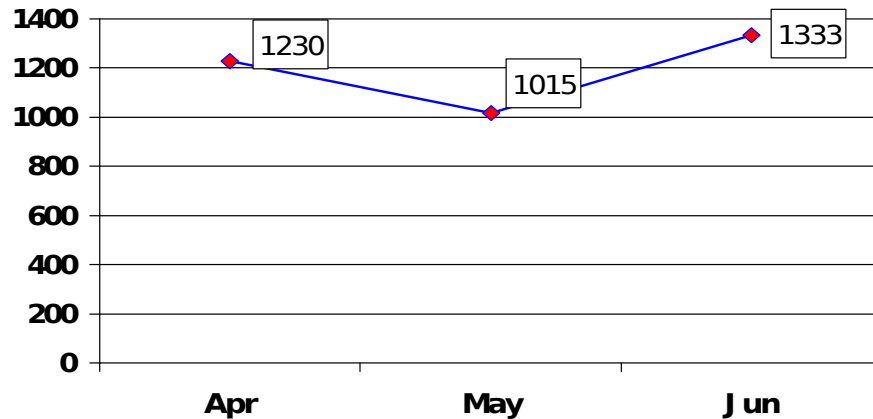


TOPIC: FPI Usage - Defense Language Institute

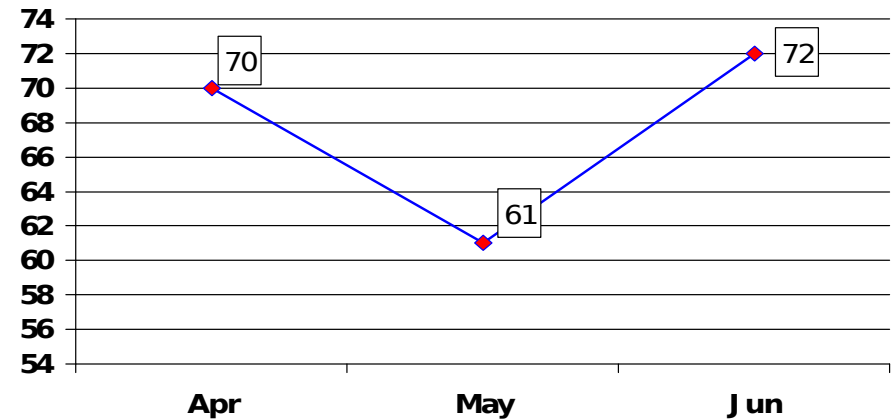
3RD QTR-FY99

PROPONENT: WCPOC-ISD

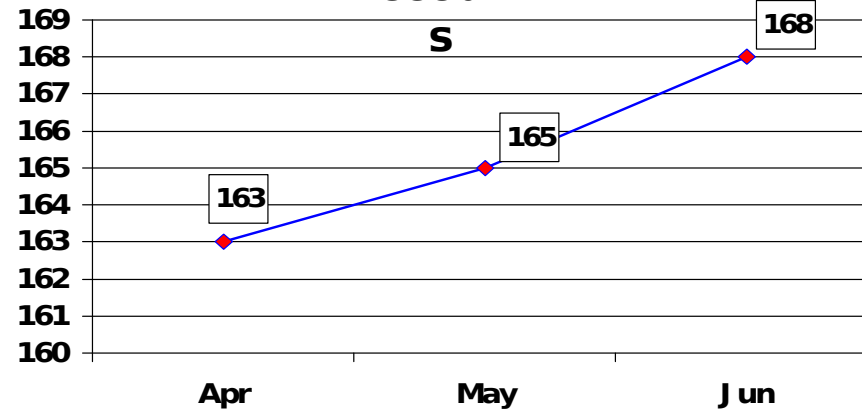
Logins



Number of Managers that Logged In



Account



ANALYSIS: The number of Managers using the FPIs was down slightly from about 43% last quarter to about 40% this quarter.

